



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: Office Clerk 4, Part-time

SALARY: \$9.09 - \$11.70 hourly

LOCATION: Monroe County Department of Public Health - WIC Program

JOB SUMMARY:

This is entry-level clerical work involving responsibility for the performance of routine clerical tasks. Independent judgment is restricted to the application of standard procedures to specific cases. The use of a personal computer for word processing and database entry is an integral part of this position. Employees receive detailed oral and/or written instructions for new, more involved or difficult assignments. The work is reviewed by immediate supervisory observation, by cross checking, or by another step in the clerical process. The employee reports directly to and works under the direct supervision of a higher-level employee. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma.

NOTE: Where education is lacking, clerical experience may be substituted on a year-for-year basis.

SPECIAL REQUIREMENT(S):

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

Send Civil Service Application to:	Monroe County Department of Public Health 111 Westfall Road - Human Resources Rm: 752B Rochester, NY 14620
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Posting Deadline: November 30, 2011